

PHILOSOPHY

Rosey's Romper Room is geared to the individual needs of children. Each room provides a play centered environment with a wide range of materials and developmentally appropriate activities that allow children to manipulate, discover, explore, make choices and create according to their interests. Each child is recognized and valued as a unique individual with a capacity for growth and development. Through group and individual activities, each child is encouraged to develop emotionally, socially, creatively, and intellectually at his/her own rate.

The essential component of our childcare program is our staff. Staff is trained in basic growth and development and set age appropriate expectations. Staff guide and direct children with warmth, concern, acceptance, approval, and respect enabling children to develop a strong, positive self-concept.

ENROLLMENT – To enroll at Rosey’s there is a \$100.00 non-refundable family registration fee. This registration fee will hold your spot for six months if you are registering an infant or three months for any other age group. The signed enrollment form must be completed at the time of enrolling. At the time of enrollment, you are required to pay a one week deposit along with the registration fee. The first week’s tuition is due the day your child starts. Tuition is due on Monday of every week. We accept check, cash, money order or credit card. All other paperwork must be completed and turned in the day your child starts. Rosey’s must have a provisional shot record on the child enrolled the first day they attend. The health appraisal must be turned in within 30 days from the day you start. Upon enrollment, you are committed to bring your child the indicated days per week. Any changes in schedule require a two week notice in writing to the office. A registration renewal fee will be charged every September for that year. These fees are non-refundable. You can not dis-enroll and re-enroll unless you will be gone for 4 weeks or more.

ARRIVAL AND DEPARTURE – You or an authorized person must accompany your child into the Center and place him/her under staff supervision before leaving the premises. No child is released from Rosey’s Romper Room to anyone other than his or her parents or an authorized person named on the white information card without written consent from the parent. Proper photo identification is required. For the protection of all the children, Rosey’s maintains a strict release policy. Parents must sign their child in and out every day on our computer system. To ensure safety, siblings cannot be brought into an infant classroom. Children are considered under the supervision of Rosey’s Romper Room when the parent/guardian is not on-site. For the well being of your child/ren, never leave them unattended in the Center or parking lot.

There is a \$1.00 per minute late fee charge per family at 6:00PM. – 6:15PM. At 6:16PM the late fee becomes \$25.00 and \$1.00 per minute every minute after that until 6:30PM when the late fee is assessed another \$25.00. Unless there is an emergency situation, your child should never be picked up late. Please arrive with enough time to get your child ready to go home by 6:00PM. At the end of the day, please check your child’s cubby for any important notices, projects, etc. After 6:30, Rosey’s reserves the right to contact legal authorities.

ABSENCES – To maintain our quality program and licensing regulations, we are required to engage staff based on the number of children enrolled. The center is not responsible to reduce or refund tuition for daily absences due to weather, holidays or illnesses. It is not in our policy to allow for “make-up days”. Please inform Rosey’s by 9:00AM if your child is going to be absent or later than normal. This helps with our daily planning. If your child is in our latch key program, please notify us by 8:00AM so that our bus drivers can be notified.

VACATIONS – You become eligible for vacation time 3 months after your start date at Rosey’s. A vacation request form must be filled out and turned in at least two weeks prior to the vacation start date. Vacation time must be taken in a weekly segment. Individual days cannot be used for vacation time. Without a two-week notice, you will be charged for your vacation time. Children that are enrolled 5 full days will receive one week (5 days) vacation time after their first 3 months. Part time clients are not eligible for vacation time. This includes Preschool only, kindergarten only or latch key. If you are enrolled in the latch key program and there is a half day of school or no school, an extra charge of \$15.00 for half days and \$30.00 for full days off of school will be added for the time your child is at Rosey’s.

WITHDRAWLS/SCHEDULE CHANGES – Rosey’s requires a two week written notice if you intend to withdraw your child from the program. Your security deposit will be applied towards your last week’s tuition. If we do not receive a two week written notice, you are still responsible for payment and you forfeit your security deposit. We will proceed with Tek-Collect to collect our balance. If you intend to reduce the number of days your child attends Rosey’s, we will need a two week notice to change the schedule. Rosey’s Romper Room reserves the right to withdraw a family for the best interest of the Center. Habitual absenteeism or failure to pay fees will also result in termination of enrollment. You can not dis-enroll and re-enroll unless you will be gone for 4 weeks or more.

ACTIVITIES – The activities will cover all of Rosey’s Romper Room’s goals and objectives. The children will be provided with quiet and active play; individual, small groups and language groups; large and small muscle activities; child initiated and staff initiated activities; language and literacy experiences; early math and science. Daily activities will be planned so each child will be able to feel successful and good about him or herself and develop independence; use materials and take part in activities that encourage creativity; learn new ideas and skills; participate in imaginative play. A daily activity guide that relates to the curriculum of each age group is posted in each classroom and given to you upon enrollment. Occasionally, depending on activities planned for the class or inclement weather, your child may watch an age appropriate video.

REST TIME – All children in care for 5 or more hours per day will be given a 2 hour rest time. Rest time starts after lunch each afternoon. Children that do not sleep are given quiet activities, allowing those who need to sleep the opportunity to do so. Rosey’s Romper Room supplies the cot, but requires that you bring a crib size sheet, blanket and pillow. These items are to be taken home and washed every Friday and returned on Monday. Infants and Babies will be given rest time on their own schedule.

OUTDOOR PLAY – All children will be going outside daily (weather permitting) that are in attendance 5 or more hours per day. The children go outside when the temperature is 20 degrees Fahrenheit or above. We do not take the children outside when the temperature is too high resulting in the children being overheated. Children that are well enough to be in attendance must be well enough to go outside. Children in attendance must have proper clothing for outdoor conditions. The playground is often wet in some spots due to the weather. Please take that into consideration that your child may get dirty while playing. Always have at least one set of extra clothes available for your child if they need to be changed.

BAD WEATHER CONDITIONS/BUILDING CLOSING – Rosey’s Romper Room will do its best to remain open regardless of weather conditions. Please call the center before leaving home to ensure opening status. If the center closes early due to inclement weather, you will be notified. Please come for your child as soon as possible for everyone’s safety. We do have a latch key program for school age children when schools are closed. We reserve the right to close if the safety of the children/teachers is at risk due to worse conditions in our area. In the event of an emergency “building closing”, we will send an e-mail message to everyone who has registered their e-mail with the office. We will also update our website with this information. Emergencies included, but not limited to, severe snow conditions, loss of power, etc.

ACCIDENTS AND SAFETY PRECAUTIONS – All Rosey staff have up to date certifications in CPR, 1st Aid and Bloodborne Pathogens. Those who care for infants are also trained in Safe Sleep and Shaken Baby Syndrome. While in the care of Rosey’s Romper Room, no child will be left without adult supervision, regardless of whether children are playing, eating, etc. This is the most important rule of all playground and classroom supervision. Scrapes and bruises will happen when your child plays, runs, and jumps. Small children are especially prone to hit or might even bite during play. Rest assured that your child is being supervised at all times; however, these moments usually happen quickly and are hard to avoid. If you know that your child has a habit of hitting or biting, please inform your child’s teacher in advance so they can try to prevent a situation from happening. There is not a cure for biting, and must be dealt with on an individual basis. In the event of a medical emergency, 911 will be called and the caregiver will attend to the injured child and initiate basic first aid. The parents will be notified immediately to meet at a prechosen place of care. In the event of a minor injury the caregiver will attend to the child immediately and apply basic first aid procedures. The parent will be notified when the child is picked up that day. Rosey’s is not responsible for any cost incurred for such injuries and/or treatments.

Biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that, provoke, or elicit this behavior so it can be prevented

in the future. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Parents will be notified that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the child involved in the incident. This information is considered confidential and cannot be disclosed.

CLOTHING – Please provide the center with a complete change of your child’s clothing. All articles of clothing must be labeled clearly with your child’s full name. Your child’s clothing will be changed when wet or soiled, as needed. Your child should be dressed for active play, ease of toileting, and for daily outdoor activities. These items should be changed seasonally and returned if they are worn home. The clothing will be kept in a zip lock bag and stored in the child’s cubby. Water shoes are recommended for water play during the summer months. Please make sure that your child always has an extra set of clothing as we do not have spare clothes and will have to call you if your child is in need of extra clothes during the day.

PERSONAL TOYS – Except for days specially chosen by the teacher, we find it best if your child’s personal toys and books are left at home. If a personal item is brought to Rosey’s, we cannot be responsible for loss or damage.

WIPES – All families with children under 3 yrs. old are required to bring in one double pack of Huggies or Pampers wipes every month. These need to be turned into your child’s teacher the first week of every month. Children ages 3 – 5yrs. of age are required to bring in one box of Kleenex every other month or as the teacher requests them.

MEDICATION – Each time your child is on a new medication we will have to administer, you must complete a “Medical Authorization” form. This procedure is the same for all medications, prescription or over the counter. All forms must be completely filled out and signed in order for us

to administer the medication. All ongoing medications are required to be updated every three months. The medication must be labeled with the child's first and last name. All medications must be given according to the directions on the original container unless authorized by a written order of the child's physician. Siblings require separate medications. All medications must arrive in the original container for disbursement. Expired medication will not be dispensed.

FOOD SERVICE AND NUTRITION – Meals shall be provided for all children through kindergarten age by the Center. Children in groups from 3 years and up may bring in their own lunch, if they do not like what is on the Rosey menu. All kindergarten and Latch Key children also have the option of bringing in their own lunch. Their lunch must be nutritious and not just snack food; Rosey's does not allow candy or pop in lunches. Food served by Rosey's shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child. Rosey's follows the food pyramid's recommended allowance for your child. All food is heated through until done and checked with a thermometer. A child shall be served meals and snacks in accordance with the following schedule:

BREAKFAST	7:30AM – 8:30AM
LUNCH	11:30AM – 12:30PM
SNACK	3:00PM – 3:30PM

The Kindergarten and Latch Key children are required to bring their own snack for after school and when they are here during the day. If your child chooses to bring in their own lunch it must be something that does not need to be warmed. Also, please remember Rosey's is a "peanut free" environment. No nuts of any kind are allowed.

The infant room does not follow this schedule. The infants eat on their own schedule. Parents are responsible for bringing in all jar baby food and baby cereal. Parents are also responsible for bringing pre-made formula bottles.

No child will be deprived of a meal or snack if they are in attendance during these times. If your child arrives after breakfast or lunch is served, please make sure they have already eaten. Please notify the center if your child has an allergy to a food or can not eat what is on the menu due to religious beliefs. You will be required to provide an alternate food for your child.

SICK CHILD POLICY – It is Rosey’s Romper Room’s policy to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-on-one care.

Deciding when a child is infectious is sometimes a matter of opinion; however, the guidelines we have established have been done under consultation with several health advisors and to be in compliance with licensing regulations. These are the guidelines we will use, even if they differ from the opinion of your pediatrician. Although we are sensitive to the fact that as a working parent you have responsibilities at work, we must make our first priority safeguarding the health of all the other children at the Center. Remember, if you bring your sick child in today so you can go to work, next week five or six other employees will have to take time off to be with their sick child who caught it from yours. The childcare environment we provide is intimate, and in spite of all the health procedures we employ, the most effective means of minimizing the spread of infection is to exclude children from our care who may be infectious.

The center director has the final decision the exclusion of children.
GUIDELINES FOR EXCLUDING CHILDREN, BUT NOT LIMITED TO THE FOLLOWING:

1. FEVER – A temperature of 101 degrees or more is usually an indication of infection. Do not send your child in the Center with a fever. Do not try to bring the child’s fever down with Motrin or Tylenol and then bring him to day care. If he or she is ill and infectious, lowering the body temperature will not change that fact.
2. NASAL DISCHARGE ACCOMPANIED WITH ANOTHER SYMPTOM – Nasal discharge that is thick with a yellowish or greenish color usually indicates an infection.
3. VOMITTING AND/OR DIARRHEA – Children who are vomiting and/or have diarrhea should not be brought to the center, not only because they may be contagious, but also because it is embarrassing and uncomfortable for the child. If your child has 3 or more diarrhea’s you will be required to pick your child up.
4. EYE DISCHARGE – Eyes that are bloodshot, watery and/or discharging are often infectious.
5. RASH – Any unidentified rash should be investigated by a physician to determine the cause. Chicken pox is a highly contagious disease. Any moist sores are contagious.

6. COUGH – A cough that is excessive or hoarse should be investigated by a physician, as well as a sore throat.

If a child becomes ill or shows any of the above symptoms, Rosey's Romper Room will contact the parent immediately. The parent will be required to pick up the ill child.

WHEN A CHILD CAN RETURN:

Usually a child can return to Rosey's under any of these circumstances:

1. The child's temperature has been below 101 degrees for 24 hours without Tylenol or aspirin.
2. The child has been on antibiotics for a full 24 hours.
3. It has been 24 hours since the last episode of vomiting or diarrhea.
4. The nasal charge is not thick, yellow or green.
5. Eyes are no longer having a discharge.
6. Rash has subsided or the physician has confirmed through written communication that the rash is not contagious.
7. The child has a note from their physician stating that they are not contagious.

All staff members are required to wear gloves when in contact with bodily fluids. All items that may contain bodily fluids from your child will be put in a plastic bag and sent home.

In the event of an illness, you may want to have an alternate plan, which will enable you to take your child home when we call you. Time off work with sick children is a fact of life for working parents. This is a difficult situation for the sick child and for the Center since it takes the sick child and one caregiver away from the group. You can help us by 1) arranging for your child to leave as soon as possible and 2) not bringing in a sick child whom you know to be sick, only to be sent home.

CLEANING OF EQUIPMENT- A sanitizing solution will be used on all equipment. All diaper changing surfaces will be cleaned and sanitized after each child. All bedding shall be for the exclusive use of your child between launderings. A sanitizing company, CINTAS, sprays the bathrooms and kitchen weekly.

VOLUNTEERS- Volunteers are those who have contact with the children at least 4 ours per week for more than 2 consecutive weeks. The Center Director must approve any volunteers and has the right to deny any volunteers. Volunteers are under the supervision of the Center Director. Volunteers are only used at the Center for the special classes that we offer, including, but not limited to: French and Spanish classes. All volunteers must provide the Center with documentation from the Department of Human Services that he or she has not been convicted of child abuse or neglect before having supervised or unsupervised contact with the children. The volunteer must also have on file at the Center, a report signed by a physician, that he or she is physically capable to perform the duties required. The Center must also have evidence that the volunteer is free from communicable tuberculosis.

SOLICITATION AGREEMENT – In consideration of Rosey’s Romper Room accepting my child for enrollment, I, as a parent, agree I will not solicit directly or indirectly any employee or agent of Rosey’s to enter into an employee contract or that of an independent contractor with me during the employment or six months after their employment with Rosey’s Romper Room has ended. I acknowledge that this agreement is applicable to the employees of Rosey’s Romper Room who work at the facility in which my child is enrolled.

NONDISCRIMINATION POLICY - Rosey’s Romper Room subscribes to a policy of nondiscrimination and will maintain and conduct all practices related to recruitment and enrollment of children, discipline and other terms, conditions, and benefits of the program in a manner that does not discriminate on the basis of race, color, religion, national origin, sex, or disability.

STATE REQUIREMENT – The State of Michigan requires that all members of the child care community report any suspicions of child abuse or neglect. The staff and administration of Rosey’s Romper Room will file a report with Protective Services and/or the police any time abuse or neglect is suspected.

RESERVATION OF RIGHT TO CHANGE POLICIES AND/OR PROCEDURES

– Rosey’s Romper Room reserves the right to add, delete, modify, or amend the policies and procedures provided for in the program, or program handbook, upon a ten day written notice to the parents.

Rosey’s Romper Room has outlined its duties and responsibilities, as well as your obligations as parents of an enrolled child. These policies have been carefully explained in order to ensure the comfort and protection of your child. We will do our best to provide your child with a program to suit his/her needs and a physical environment in which he/she can feel both secure and free to grow. Rosey’s Romper Room reserves the unilateral right to add, delete, or amend these policies provided in the handbook. We extend our sincere thanks for your interest and involvement in Rosey’s Romper Room.

SCREENING OF STAFF – In compliance with licensing rule 400.5102 of the State of Michigan Licensing, Rosey’s Romper Room has in place a written screening policy which includes but is not limited to subjecting employees to: criminal background checks, abuse and neglect checks that are completed by the Family Independence Agency, driving record checks, health appraisals, and reference checks. All Rosey Romper Room staff sign a “Zero Tolerance Child Abuse and Neglect” statement. They are informed on child abuse and neglect policies.

CONFIDENTIAL INFORMATION – Information concerning any child will not be released, whether written or orally, to any individual or agency without the approval of the parent, unless such disclosure is mandated by child care licensing rules, other statutes, or by a court of law.

NEWSLETTER – Once per month an informative newsletter will be placed in the file box next to the front desk computer. All new center information will be stated in that newsletter. Please be sure to take one every month. All vacation requests and questions should be turned into the office and all responses will be put in the organizer outside of the front office. Please check this to see if you have any important papers. If you would like to receive the newsletter by email, please leave your email address with the office.

CHANGE IN FEES – Rosey’s Romper Room reserves the right to adjust all fees, including tuition and enrollment, with a thirty-day advance written notice to parents in the Center’s newsletter.

BILLING PROCEDURE – Since you have a contracted tuition rate, bills are not sent out unless there have been additional charges added, or tuition is overdue. If you need a receipt, please see the office.

DISCIPLINE – It is the philosophy of Rosey’s Romper Room that your child’s experience should provide for a healthy, positive self-image. The staff of Rosey’s will use positive methods discipline that encourages self-control, self-direction, self esteem, and cooperation. The staff will use redirection and timeouts, if necessary, for discipline. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child’s development, to prevent a child from harming other persons or property.

In the case of continued discipline problems, staff will notify the parents to discuss possible solutions and/or recommendations. If the child’s actions result in the destruction of property at Rosey’s Romper Room, the parents/guardians will be held responsible for the replacement or repair of the property. If a problem becomes ongoing, the child may be dismissed from the program. Dismissal is always a final option and a rare occurrence.

FIELD TRIPS – At least once per month a special guest artist or program comes to Rosey’s Romper Room for the enjoyment of all enrolled children. Announcements of in-house field trips can be found on classroom calendars and in the classrooms monthly newsletter with the cost of the field trip.

Children in kindergarten and latch-key programs may participate in field trips away from the Center. There is an additional cost to participate in these field trips. Information about upcoming trips can be found on the classroom calendars and in the classroom newsletter.

Transportation is provided by our buses, which are inspected regularly by a licensed mechanic. All buses contain emergency equipment including cell phones. All drivers have a valid chauffeur’s license and comply with all safety regulations. Rosey’s Romper Room does regular driver record checks on all employees driving our vehicles.

INFANT PROGRAM

Parents and guardians who have children in our infant program are asked to provide all food and formula until your child/ren is ready to enjoy our meal program.

In accordance with licensing rule 400.5205, the following criteria must be adhered to:

All food and plastic bottles must be labeled with the child's name and dated on a daily basis. Bottles must be premade at home by the parent. Items not properly labeled cannot be dispensed. (Rosey's will label all the bottles).

Only unopened jars of food or boxes of cereal may be brought into the Center.

All partially used formula will be disposed of daily.

Each bottle and nipple supplied by the parent shall be used for a single feeding only and then returned to the parent.

When formula is discontinued, the following provisions shall apply:

Rosey's will provide and use whole homogenized vitamin D fortified cow's milk (up to two years old), unless otherwise directed by the parent or licensed physician. 2% milk is provided for over two years of age.

Milk shall be poured into clean cups. Excess milk left in cups shall be discarded.

Solid foods shall be introduced to the individual child according to the parent's or licensed physician's instructions.

Rosey's shall maintain a continuing food intake record for children up to 12 months of age.

DIAPERING AND TOILET TRAINING

In compliance with licensing rule 400.5209:

Parents shall provide disposable diapers. If a child's health condition necessitates that disposable diapers cannot be used, then an alternative arrangement may be made according to the parent's or licensed physician's instructions. Parents are expected to provide enough diapers so that a child can be changed when soiled or wet.

Diapering shall be done in a designated area. Rosey's shall maintain a diapering area and all supplies and equipment in a safe and sanitary manner.

Toilet training is planned cooperatively between the child's teacher and parent so that the toilet routine is consistent between Center and home. Parents are expected to bring a minimum of 4 sets of extra clothes for a child who is toilet training and provide at least 6 pairs of training pants.

Staff shall thoroughly wash his/her hands after each diapering and after cleaning up bodily fluids, using soap, water and gloves. Staff will not rinse any soiled clothing. Soiled clothing will be placed in a bag for the parent to take home.

BEFORE & AFTER SCHOOL CARE

Rosey's Romper Room provides before and after school care for children ages 5 through 12 years of age. This program includes transportation in a licensed, insured vehicle equipped with all mandatory safety features.

Your fee is based on the regular before and after school schedule contracted for. There are no refunds or make-up days for vacations or absences. Your weekly tuition does not cover when your child/rens school is not in session. You will be charged an additional amount for school vacations.

SUMMER DAY CAMP

Rosey's Romper Room offers a summer day camp for all school age children. This is a separate program and requires a separate registration. More information for our Summer Day Camp program is available every April. Children enrolled in our Summer Day Camp have more specific policies for field trips, appropriate behavior and discipline. To attend Summer Day Camp children must have completed Kindergarten.

Safe Sleep Policy

1. Babies are put to sleep on their backs only. The only exception is if the parents have a note signed and dated by the child's physician stating that the child has a medical condition that prevents them from being able to sleep on their backs.
2. Only safety approved cribs with a firm mattress will be used.
3. No toys will be placed in the crib with the child. No stuffed animals or extra bedding will be in the crib with a sleeping child.
4. Only one child will be placed in a crib at a time.
5. The room temperature will be maintained at a comfortable level for wearing light clothing.
6. The babies will be visually monitored while they are sleeping.
7. Tummy time is monitored, allowing the child at least one hour of supervised tummy time per day.
8. No baby will sleep in a swing, bouncy seat or car seat. If a baby must fall asleep in one of these areas, the baby will be transferred to sleeping on their backs in their crib.

ENROLLMENT AGREEMENT

1. The program's hours of operation are 6:30AM – 6:00PM.
2. There is an \$85 annual and non-refundable registration fee per family.
3. Tuition is due on Monday by noon of the week of care to be provided. Tuition can be paid by check, cash, or credit card.
4. A late fee of \$20 will be charged to my account if tuition is not paid by Wednesday at 6:00PM. A \$30 returned check fee and late fee will be charged to my account for all NSF charges. I may be required to pay by money order, thereafter.
5. Once my account is more than one week in arrears, my child may not return until my account is up to date, including the current week.
6. There is a one week security deposit due upon registration.
7. A two week notice is required to make a change to your regular schedule.
8. Vacation notices must be turned in two weeks before vacation date. Only full time children are eligible for vacation time. Kindergarten, latch key, part time and preschool only do not qualify for vacation time. You may not take vacation time prior to attendance at the center for 90 days. If vacation time is taken prior to 90 days, you are required to pay for that time. It is not advisable to take your vacation during holiday weeks. You will still be responsible for the holiday pay at the "holiday rate".

9. Rosey's will be closed and charges for the following holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and day after, Christmas Eve, Christmas Day and New Years Eve. (See January Newsletter for exact dates).
10. There is a \$1.00 per minute late pick up fee charged for every minute my child is in attendance after 6:00PM. Additional fees apply after 6:15. Please see the Late Fee Policy for more information. The fee will automatically be assessed to my account.
11. There will be no discounts for absences or holidays.
12. Two weeks notice is required for withdrawal from the program. Vacation time may not be used during those two weeks.
13. I give Rosey's Romper Room permission to photograph and/or videotape my child while in attendance.
14. If my child is left more than 30 minutes after closing time, legal authorities may be contacted.
15. Rosey's is a "peanut free" environment. Due to the extremely high allergic reaction to peanuts, we have become a totally peanut free center.
16. Periodically, the bottle cap agency, Great Lakes Marketing, comes in to test the efficiency of child safe bottle caps. If you do not want your child to participate in the testing, please advise the office staff.

Projected enrollment Date: _____

Rate: _____

Child's name _____ **Birth Date** _____
Name usually called _____ **Sex** _____ **Age** _____

Child's name _____ **Birth Date** _____
Name usually called _____ **Sex** _____ **Age** _____

Home address _____ **City** _____

State _____ **Zip Code** _____ **Phone #** _____

Parents are: _____ **Married** _____ **Divorced**

_____ **Living Together** _____ **Single Parents**

_____ **Separated** _____ **Widowed**

Mother's Name

Father's Name

Occupation

Occupation

Social Security #

Social Security #

Driver's License #

Driver's License #

E-mail Address

E-mail Address

Special Instructions:

Allergies: _____

Classroom: _____ **Infant** _____ **Baby #1** _____ **Baby #2**
_____ **Young Toddler** _____ **Older Toddler**
_____ **Preschool Prep.** _____ **3 Yr. Preschool**
_____ **4 Yr. Preschool** _____ **Rosey Kindergarten**
_____ **Before/After School Latch Key**
_____ **Summer Camp**

Schedule _____ **Full Time** _____ **Days/Hrs.**
_____ **Part Time** _____ **Days/Hrs.**

How did you hear about Rosey's?

Names and ages of siblings not attending Rosey's:

I hereby understand and agree to abide by this enrollment Agreement. I have received a copy of Rosey's Romper Room's policies and procedures.

Parent's signature

Date

Printed Name

Parent's signature

Date

Printed Name

CHILD PLACEMENT CONTRACT

NOTE: The contract is required of all licensed childcare centers by R400.510b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the childcare center and enforce the contract based on the terms provided in this contract.

As of _____ Rosey's agrees to provide childcare services for the following named child(ren):
DATE

_____	_____
Name of Child	Date of Birth
_____	_____
Name of Child	Date of Birth
_____	_____
Name of Child	Date of Birth
_____	_____
Name of Child	Date of Birth

Part 1: Contract Provisions provided by child care facility:

(1) As a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by required by R400.510b:
R400.5102 Licensee.

Rule 102

- (2) A licensee shall have the following administrative responsibilities regarding staff:
 - (b) Develop and implement a written screening policy for all staff and volunteers, including parents who have contract with the children.

R400.5106 Program

Rule 106.

- (1) A center shall implement a developmentally appropriate program which shall include all of the following areas:
 - (a) Physical development, including large and small muscle activities
 - (b) Social development, including communication skills
 - (c) Emotional development, including positive self-concept
 - (d) Intellectual development
- (2) The center shall provide the following activities daily:
 - (a) Quite and active
 - (b) Individual, small groups and large groups

- (c) Child initiated and staff initiated
 - (d) Large and small muscle
 - (e) Not less than 30 minutes of developmentally appropriate emergent literacy activities
- (3) The center shall prepare for the week, a daily guide relating to the program and each age group. The center shall post the guide in a conspicuous place or otherwise make it available to parents.
 - (4) A center shall permit parents to visit the program for the purpose of observing their children at all times.
 - (5) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
 - (6) A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.
 - (7) A center shall provide children less than 3 years of age with an opportunity to rest, regardless of the number of hours in care.
 - (8) A center shall permit children under the age of 12 months of age to eat and sleep on demand.

(R400.525 and R400.5209 apply only to children from birth to 21/2 years of age as required in Part 2 of these rules.)

R400.5205 Formula; Food; Milk

- (1) The requirements of R 400.5110 apply to instant formula and feeding in addition to the requirements of subrules (2) to (11) and (13) of this rule.
- (2) When a center provides formula for the child who is on instant formula, commercially prepared, prebottled, ready-to-feed formula shall be provided. A center shall keep a list of formula it offers and the number of calories per ounce that each formula provides.
- (3) A formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or a licensed physician for the individual child. Iron fortified cereal, if not already provided the child by 6 months of age, shall be provided when the iron-fortified formula is discontinued, unless otherwise discontinued by the parent or a licensed physician for the individual child.
- (4) Formula left in a bottle at the end of the feeding shall be discarded with the bottle.
- (5) Special formula is required for an individual child shall be provided by the center in commercially prepared, pre bottled, ready-to-feed until, unless provided by the parent as specified in subrule (12) of this rule.
- (6) When formula is discontinued all of the following provisions shall apply:
 - (a) A center shall provide and use whole homogenized vitamin D fortified cows milk, unless otherwise directed by the parent or a licensed physician.
 - (b) Milk shall be poured into clean cups or bottles have sanitized nipples. Excess milk left in a bottle or cup shall be discarded.

- (c) Nipples shall be thoroughly cleaned and sanitized after each feeding and before being used again. This sterilization shall be by boiling the nipples for not less than 5 minutes.
- (7) This rule does not preclude a mother from visiting the center in order to breast feed her child or from sending to the center expressed milk for the child.
- (8) A child being too young to sit in a highchair or at a feeding table shall be held in a semi-sitting position or placed in an infant seat while being fed.
- (9) A child who is unable to hold his or her bottles shall be held when the bottle is given
- (10) Solid foods shall be introduced to the individual child according to the parent's licensed physician's instructions.
- (11) Commercial baby food containers that are opened and foods prepared in the center which are stored shall be covered, dated, and labeled as to the contents and refrigerated. The containers shall be used or discarded within a 36 hour period. A child shall not be feed directly from baby food containers are to be fed to the child at more than one sitting or to more than one child.
- (12) When a parent chooses to provide formula or food in accordance with R400.5110(1)(b) the center shall assure that the food, formula, bottles, nipples, and containers comply with all of the following provisions:
 - (a) Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
 - (b) Formula, milk, and perishable food needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be used or discarded within a 36 hour period after opening.
 - (c) Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.
 - (d) Formula and milk left in a bottle at the end of a feeding shall be discarded.
- (13) An exception to subrules (2) and (3) of this rule may be made when a center which provides formula is located in an area where commercially prepared, pre-bottled, ready-to-feed formula is not available for center use and the center is in compliance with all of the following provisions:
 - (a) All formula shall be commercially prepared, ready-to-feed formula
 - (b) All formula shall be poured directly from the opened can of formula into clean bottles with disposable liners
 - (c) All nipples shall comply with either of the following provisions:
 - (i) Be disposable nipples, each of which shall be for a single use only by an individual child and shall be discarded after use.
 - (ii) Be reusable nipples, each of which is cleaned after each single use with hot detergent water and rinsed thoroughly.
 - (d) Each liner shall be for a single use only by an individual child and shall be discarded after use along with any remaining formula.

- (e) All liners, nipples, formula, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner as required to safeguard children.
- (f) Prepared bottles and opened cans of formula shall be refrigerated until used by the child.
- (g) All opened formula which has not been used within the manufacturer's stated use time after opening shall be discarded. All bottles filled with formula and all opened cans of formula shall be dated to show the date and time of the opening of the commercially prepared formula and the manufacturer's stated use time of the formula. An individual formula for an individual child shall also be labeled identifying the individual child for whom its use is intended. Bottle liners and disposable nipples of the unused bottles shall be discarded with the formula. Reusable nipples shall be cleaned and sterilized as required in subdivision © of this subrule before being used by a child.

R 400.5209 Diapering; toilet training plan

(1) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial services cannot be used, then an alternate arrangement may be made according to the parent's or a licensed physician's instruction.

(2) Diapering shall be done in the child's own crib or in a designated diapering area.

(3) A center shall maintain a diapering area, and all supplies and equipment shall be maintained safe and sanitary manner.

(4) The caregiver shall thoroughly wash his or her hands after each diapering, and after cleaning up bodily fluids, using soap and running water.

(5) A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.

(6) Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.

(7) The caregiver shall change diapers when wet or soiled.

Upon signing of this agreement, the parent, legal guardian or responsible adult and the childcare facility agrees to abide by all of the provisions contained in this contract.

In witness whereof, the parties hereto have executed this contract as of the specified date:

Parent, Legal Guardian or Responsible Adult:

Child Care Center:

Signature

Signature

Printed Name

Printed Name

Relationship to Child

Title

ROSEY'S SPECIAL FEATURES

KINDERGARTEN- Rosey's offers a Kindergarten program to all students who are eligible. Our Kindergarten teacher is a certified teacher and runs an "all day" program. Kindergarten starts at 8:45am and ends at 2:00pm. This program allows your child to grow in a smaller class size while learning the essentials to go on to 1st grade.

SIGN LANGUAGE- Each group, starting with the infants, incorporate sign language into the children's day. For the infants, sign language is used mostly at meal times. Babies have control over their hands long before they develop the fine motor skills required for speech. The other groups use sign language throughout the day and introduce new signs during their group time. As the child moves up in age groups, they will learn more and more signs.

SPANISH- Spanish is offered to children who are in 3 and 4 year-old Preschool and those who are in our Kindergarten program. Classes meet every Monday morning. The class is taught by Senora Marta. The children will enjoy learning Spanish through interactive play. Each session is 8 weeks long and the cost is \$65.00, payable to Spanish for Kids. Registration forms for this class are on the front desk.

FRENCH- French is offered to children who are in 3 and 4 year-old Preschool and to those who are in our Kindergarten program. Classes meet every Tuesday morning. The class is taught by Madame Carole Oliver. The classes are \$40.00 a month, payable to Madame Oliver. The children enjoy learning French in a fun and

age appropriate atmosphere. Additional classes for latchkey are available.

Tumblin'- Gymnastics for children from ages 2-Kindergarten is offered every Thursday morning. The children will love learning basic tumbling skills as they develop muscle strength and coordination through age-appropriate creative movement. The cost is \$28.00, and checks should be made payable to Rosey's.

Lil' Kickers- High Velocity in Canton comes to Rosey's to offer a soccer class to children ages 3 & 4. This class is offered in the fall and again in the spring. The class is held on Wednesday mornings and runs for 5 weeks. The cost is \$50, and checks should be made out to High Velocity.

Martial Arts- Advantage Martial Arts comes to Rosey's on Thursday mornings for children ages 3-4. The class teaches discipline, manners, respect, listening skills and much more. The cost is \$30 per month and payable to Rosey's.

Each class should be renewed each month if you would like your child to continue the classes. If you have any questions regarding any of this information, please do not hesitate to ask Anglea, Julia, or Rose. We will be happy to help you.

It's all about convenience at Rosey's!

Cellar Door Catering by Tommy-

Chef Tommy prepares delicious dinners daily for your convenience. Dinners are boxed up for you to pick up at the end of a long work day. The menu changes every week to offer a variety of choices. Kid meals are offered also. Pick up a dinner menu today to save you the frustration of trying to decide what to make or where to stop for dinner! Menus are also posted on the Rosey's website every week.

Dry Cleaning Service-

Park Avenue Dry Cleaners (located at Cherry Hill and Lily) will pick up your laundry/dry cleaning every Tuesday and drop it back off on Friday.

Prescription Service-

University Pharmacy offers a prescription delivery service to Rosey's. Doctors can call the prescription into University Pharmacy or you can drop off the new or old prescription in the lock-box outside the office. Your prescription will be dropped back off here at the center. You can leave your payment in the University Pharmacy lock-box.

Hair cuts by Marilyn-

This is our newest service that we are offering! Marilyn, a licensed beautician working at a salon in Birmingham, has a daughter in our toddler room. She will be here to give hair cuts to those who have signed up. There will be a sign-up sheet for the dates and times along with a spot for you to put your special instructions to let Marilyn know how you would like the hair done. The sheet will be posted on the Play-Scape window near the sign-in computer. All hair cuts will be \$12, you may pay by cash or check (made out to: Marilyn Stroh).

If you have any questions, please feel free to stop in the office.

Rosey 😊